

# CITY OF HAMILTON

**(CITYHOUSING HAMILTON)**  
**(ASSET RENEWAL SECTION - LOCATION - HESS & MAIN ST. W.)**

## **CAPITAL WORKS ADMINISTRATIVE COORDINATOR – CUPE 5167**

### **SUMMARY OF DUTIES**

Reporting to the Manager, Asset Renewal coordinates, evaluates costs and tracks expenditures for the CityHousing Hamilton (CHH) Annual Capital Works Budget. Prepares, advises, and provides information and reports to staff, other departments and CHH Board of Directors. Coordinates the preparation and tendering processes, requests for proposals, change orders and job quotations and administers specifications, policies, procedures and standards associated with the Annual Capital Works Budget.

### **GENERAL DUTIES**

Liases with required internal and external groups including but not limited to Purchasing, Finance, Operations as well as external consultants and contractors for the administration of the Annual Capital Works Budget.

Coordinates and collaborates in the preparation of procurement documents for Public and Short Form Tenders (PT/SFT), Request for Proposals (RFP) and Formal and Informal Quotations (QT) by ensuring the CHH Purchasing Policies and Procedures are adhere to. Assembles tender packages, including word processing specifications, reviewing and editing contract documents from consultants and staff, prepares, organizes advertisements for newspapers and website, proofreads, distributes and prepares requests for proposals, change orders and job quotations.

Initiates the execution of Contract Purchase Orders by reviewing the tender submissions for compliance, ensures all required documents are received and complete including Labour and Material Bonders, Performance Bonds, WSIB Clearance Certificate, Liability Insurance, City Trade License and Electrical Safety Authority License.

Creates, reviews, edits and monitors all associated administrative activities for the annual Capital Works Budget including but not limited to Change Orders, Addenda, Purchase Orders, Bid Submissions, Success and Award letters, Payment Certificates and project schedules.

Monitors, on a regular basis, the status of Workplace Safety and Insurance Board Clearance Certificates, Liability Insurance, Electrical Safety Authority and City Trade Licences for contracts and certified work. Notifies contractors of expiration dates; suspend/remove contracts as required.

Composes and proofreads correspondence of a general, confidential and technical nature from verbal and written copy.

Prepares and issues tender meeting minutes and all tender correspondence such as contract attachments, tender evaluation reports, CityHousing Hamilton Board of Director reports and letters of notification or regret to contractors.

Reviews Annual Capital Works Budget ensuring capital expenditures are allocated to appropriate job codes monitoring surplus and revising budget funds as appropriate.

Reviews invoices to ensure accuracy of amounts, job codes, purchase order numbers, tenders, requests for proposal and quotation numbers, Follows up any discrepancies with appropriate staff, contractor or consultant.

Prepares all change orders ensuring required back-up is included, forwards to Contract Administrator and Financial Officer for authorization. Presents to Tender Evaluation Award Committee for approval.

Schedules contracts, determines type of requirement based on tender limits (such as Public or Short Form tender), arranges site meetings, set contract tender periods, closing dates and advertising dates.

Participates in continual improvement reviews on administration protocols, contract policies and procedures, templates and forms and suggest/undertakes required changes.

Interprets plans and specifications for contractors, staff and the public.

Acts as Recording Secretary at tender openings, meetings with contractors and staff.

Creates and maintains the Central Filing System and procedures/creates summary reports for the annual Capital Works Budget activity.

Receives and responds to enquiries from staff, emails, tenants, Councillor's office, contractors, engineers, other departments, government agencies and municipalities.

Operates equipment such as binding machine, microfilm reader, copier, scanner and printer.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

### **QUALIFICATIONS**

1. Demonstrated knowledge of the principles and practices of business accounting and finance usually acquired through the successful completion of a community college diploma in accounting or financial field or other relevant field or through a combination of education and relevant previous work experience.
2. Previous experience in Capital Work and Maintenance operation of a Social Housing Program office is required.
3. Proven demonstrated experience in coordinating financial budgets. Ability to prepare computerized spreadsheets and departmental budgets.
4. Considerable experience with the preparation of contract tender documentation and an understanding of construction specifications and terminology.
5. Must possess an understanding of business practices in particular as they relate to tender processes and requests for proposal.
6. Strong administrative skills with excellent attention to detail involving coordinating, reporting and tracking tendering documents gained through practical experience.
7. Comprehensive working knowledge in construction and contract administration and specification coordination.
8. Experience in a computerized environment. Excellent working knowledge of Word, Excel, Microsoft Office XP with specialization in word processing and spreadsheet skills.
9. Working knowledge of database software. Knowledge of Yardi Database Software would be considered an asset.
10. Must possess excellent report writing, interpersonal and communication skills.

11. Knowledge of demonstrated ability to understand and interpret corporate policies and procedures including the Ontario Health & Safety Act and Purchasing Policy.
12. Ability to organize and prioritize multiple tasks and assignments in order to meet deadlines.
13. Must possess a valid Class G Driver's Licence.